

LEAR appointment

Parallel to the validation of your organisation in the beneficiary register, you must appoint a Legal Entity Appointed Representative (LEAR). The LEAR must be appointed by the legal representative of your organisation (this could e.g. be the CEO of the company, the rector of the university, the Director-General of the institute). The LEAR function is typically performed by an administrative staff member in the organisation's central administration.

The LEAR, once appointed by the legal representative, is authorised to manage the legal and financial information about his/her organisation on the Participant Portal, and to manage access rights of persons in his/her organisation and to appoint representatives of his/her organisation to electronically sign grant agreements or financial statements via the Participant Portal.

Rights and responsibilities of the LEAR

Once appointed, the LEAR:

- is the person who can provide updates to information and supply relevant documents about the organisation - via the Participant Portal
- ensures your validated information is up-to-date
- can view and download all documents related to your organisation's legal and financial data and Horizon 2020 status
- can delegate his/her access rights to other colleagues in the organisation, thus becoming 'Account Administrators' (without the right to delegate further)
- has an overview of all the projects and proposals the organisation is involved in, and the role colleagues have in those projects
- can - indirectly via the Helpdesk - correct inaccurate information about who has which role
- can assign 'Legal Signatories' (LSIGN) and 'Financial Signatories' (FSIGN) roles to users in his/her organisation and keep these lists - at all times - up-to-date
- See further details in the [Roles and access rights](#) section.

HOW TO APPOINT A LEAR

Beneficiaries that are **natural persons** do not need to prove their capacity to become a LEAR, but still need to send to the Validation Services the hard copies of the documents listed in Step 2. All documents would only be signed by LEAR and only a copy of LEAR's ID needs to be included.

1. Identify the person in your organisation to act as its appointed representative (LEAR).

2. Download the following four forms:

- **LEAR appointment letter**
- **LEAR role and duties**
- **Terms and conditions of use of the Participant Portal electronic exchange system**
- **Declaration of consent to the terms and conditions of use of the Participant Portal electronic exchange system**

Fill in the LEAR appointment letter (all fields).

3. Get your organisation's legal representative to:

- sign and stamp the **LEAR appointment letter** and the **LEAR role and duties** document (this one to be signed also by the LEAR him/herself)
- read the terms and conditions of use of the Participant Portal **electronic exchange system** and
- sign the **declaration of consent to the terms and conditions**.

4. Send:

1. the H2020 LEAR appointment letter (signed and stamped)
2. the LEAR role and duties document (signed and stamped)
3. declaration of consent to the terms and conditions of use of the Participant Portal electronic exchange system (signed and stamped)
4. copies of an official proof of identity (ID-card, Passport) carrying a photo and signature for both
 - the legal representative and
 - the appointed representative (LEAR)
5. a document(s) proving that the legal representative appointing the LEAR is empowered as such, if both conditions below are met:
 - it clearly indicates a role/function within the organization as legal representative of the organisation,
 - it identifies and appoints a specific person (by indicating his/her personal data) as the person covering that specific role/function.

to:

European Commission

Research Executive Agency

Participant Validation and Support Unit (REA.C3)

COV2 13/132

B-1049 Brussels

Belgium

Activate the appointed representative - LEAR's online user account using:

- the LEAR's **username** which the Commission will e-mail to him/her along with activation instructions
- the account activation **PIN code** which will be sent to the LEAR by post

Depending on postal delivery times, the PIN code may arrive after the e-mail containing the username.

TIPS: Should you encounter any problems with the LEAR appointment, please contact the Validation Services via the messaging service in **My Organisations** menu, clicking on the action button **Modify Organisations**.

EXTRA TASK FOR APPOINTED REPRESENTATIVES (LEARS) UNDER H2020

Under the Horizon 2020 programme, the appointed representative (LEAR) is responsible for specifying who can sign grant agreements on behalf of an organisation.

This is in addition to the tasks which appointed representatives were already responsible for under the FP7 programme (2007-13), e.g. updating legal and financial information on the organisation and assigning the role of financial statements signatory (FSIGN).

- [Watch the video about the 'New tasks of the LEAR'](#)

(!)REAPPOINTING FP7 APPOINTED REPRESENTATIVES (LEARS) FOR H2020

Existing appointed representatives (LEARs) must be reappointed under H2020 to comply with new [electronic-only grant signature](#) and management procedures.

For reappointing LEARs, please send all the documents listed under step 4 above to the Commission:

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- [Watch the video about the 'eSignature of grant documents'](#)

CHANGING THE LEAR OR HIS/HER DATA?

- You can designate a new appointed representative (LEAR), simply by following the steps set out under [How to appoint a representative \(LEAR\)](#). There is no separate procedure specifically for replacing LEARs.
- If you are a LEAR and your email address has changed, you need to inform the Validation Services via the 'messaging' option under the [My Organisations](#) menu, clicking on the action button Modify Organisations. The e-mail address will subsequently be updated. Please note that a new e-mail address triggers a new ECAS account meaning you will receive a new PIN code.

HOW CAN I CONTACT THE LEAR OF AN ORGANISATION?

Go to the [Beneficiary Register](#) under the menu How to participate and use the [search function](#) for finding the organisation. The search results contain a **CO action button**. When you click on the button, a contact form will open that allows you sending a message to the LEAR (and Account Administrators), without disclosing the contact details of the LEAR (for reasons of personal data protection). The LEAR will receive your message and can then contact you directly.

You can contact the LEAR of your own organisation(s), after logging in with your ECAS account, on the My Organisation(s) page under My Area, by clicking the same **CO action button** available for each of your organisations.